

**Department Of Correction****Official Title:** Student Intern**Position Type:** Internship**Posting ID #:** 049**INTERNSHIP INFORMATION****Salary:** Unpaid**Number of Vacancies:** 1**Location:** NECC, Concord, MA**Internship Track:** Classification,  
Treatment & Reentry**Hours/Schedule:** Flexible**Duration:** Flexible

**Position Description:** Intern will provide administrative / clerical support to various departments within the institution to assist with such tasks as the handling of information requests, Records Department procedures and treatment / classification operations. Assist in reentry functions such as contacting programs to obtain information on services available. Update available resources to be used in reentry. Assist in filling out forms for various programs, to include NEADS program. The position will provide cross training and exposure to operations regarding Classification, inmate programs, Criminal Offender Record Information (CORI) and institutional security procedures.

**Responsibilities/Major Duties:** Assigned to the Director of Treatment and supervising CPO as well as other reporting staff. Maintain schedule adherence. Gain understanding and proficiency in professionalism within a correctional environment.

**Preferred Qualifications:** Completed at least two years of college. Should be organized, motivated, mature and able to handle confidential information. Computer skills required.

**How to apply:****Mail Internship Application to:**

Monserrate Quiñones, Director, ODEO  
Office of Diversity & Equal Opportunity  
P.O. Box 946  
Norfolk, MA 02056  
Fax: (508) 850-7785

**For additional information or questions, please contact:**

Lori Costa at (508) 850-7783 or email at [lori.costa@massmail.state.ma.us](mailto:lori.costa@massmail.state.ma.us)

Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.  
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.